



VILLAGE OF WINNETKA

Board of Fire & Police Commissioners

Special Meeting Notice

Tuesday, November 27, 2018

5:00 PM

Village Hall Conference Room

510 Green Bay Road

Winnetka, IL 60093

AGENDA

- 1) Call to Order
- 2) Public Comment
- 3) Approval of Minutes
 - a. November 14, 2018
- 4) New Business
- 5) Closed Session
- 6) Other Business
 - a. Firemedic Conditional Offer of Employment
- 7) Adjournment

**VILLAGE OF WINNETKA
BOARD OF FIRE & POLICE COMMISSIONERS
MINUTES**

November 14, 2018

Approved: TBD

A record of a legally convened Special Meeting of the Winnetka Board of Fire & Police Commissioners, which was held in the Village Hall Council Chambers (510 Green Bay Road) on Wednesday, November 14, 2018, at 5:00 p.m.

- 1) Call to Order. Commissioner Baumann called the Special Meeting to order at 5:08 p.m.

Present: Commissioner Wes Baumann, Commissioner Ed Woodbury, Human Resources Generalist Ann Eriksson, and Benefits Coordinator Lizzy Storkman (Board Secretary).

Absent: Chairperson Margaret (Meg) Benson

Also Present: None.

- 2) Public Comment and Questions. None.

- 3) Approval of Minutes.

Commissioner Baumann moved to approve the minutes of the August 14, 2018 Board of Fire and Police Commissioners meeting as presented. The motion was seconded by Commissioner Woodbury. The motion carried 2-0.

- 4) New Business. None.

- a) Updates on Patrol Officer and Firemedic recruitments

Benefits Coordinator Storkman reminded the Board that Patrol Officer Robert Siwak resigned from the Police Department at the end of August. Last week, the Police Department conducted character and background interviews of candidates at the department level. Chief Hornstein has made recommendations to the Board and should the Board approve any of these candidates to move forward, Staff is hoping to schedule interviews after Thanksgiving.

The Fire Department recently brought on two new hires, Ryne Clement and Jack Poplawski. Jack is currently attending fire academy at NIPSTA and Ryne, having already completed academy, is working on shift. Firemedic Lee Fanslow will be retiring from the Fire Department on November 27 after serving the Village for over 34 years. The Fire Department is conducting character and background interviews of candidates on the new 2018 eligibility list this week and Staff anticipates having the Chief's recommendations to the Board early next week.

- b) Future meeting dates

Benefits Coordinator Storkman explained that with both the Fire and Police Departments conducting initial character and background interviews with candidates to fill current and upcoming vacancies, Staff anticipates needing to hold Board meetings after Thanksgiving for interviews for both processes. The Board shared their availability for meetings for the two weeks following Thanksgiving and Benefits Coordinator Storkman will follow up with Commissioner Benson and the Chiefs.

c) Certification of Firemedic Eligibility List

Benefits Coordinator Storkman reviewed that Staff conducted the entry-level Firemedic written exam on August 4 at Glenbrook North High School. 83 candidates took our joint exam with Northbrook and 62 candidates passed the exam. I/O Solutions assisted with scoring the exam and held the call for preference points. The list is now ready for the Board's certification.

Commissioner Baumann moved to certify the Firemedic eligibility list which will take effect retroactive to October 22, 2018 and will be valid for two years. Commissioner Woodbury seconded the motion. The motion carried 2-0.

d) Certification of Police Sergeant Promotional Eligibility List

Benefits Coordinator Storkman explained that Staff recently completed Police Sergeant Promotional Testing. Eight Patrol Officers participated in the promotional process and six scored high enough for their names to appear on the Final Eligibility List, which is valid for three years.

Commissioner Baumann moved to certify the Police Sergeant Final Promotion Eligibility List, which took effect October 1, 2018. The motion was seconded by Commissioner Woodbury. The motion carried 2-0.

e) Adoption of revised Board of Fire and Police Commissioners Rules and Regulations

In July, the Board met to review and approve Staff's proposed changes to the BFPC's Rules and Regulations. In August, the Village publicly posted the proposed changes and received no questions or comments from the public. Benefits Coordinator Storkman explained that the Board is now ready to formally adopt the new rules.

Commissioner Woodbury moved to adopt the revised Rules and Regulations of the Board of Fire and Police Commissioners, which shall take effect on August 20, 2018. The motion was seconded by Commissioner Baumann. The motion carried 2-0.

f) BFPC Interview Question Revisions and Training

As discussed in August, the Board expressed interest in updating its current interview questions for Patrol Officer and Firemedic candidates. Human Resources staff has prepared some sample questions as well as some "do's and don'ts of interviewing" which will assist the Board in their question revisions. Human Resources Generalist Ann Eriksson reviewed the changes and provided an overview of what not to ask candidates during interviews. We will plan to use these revised questions for candidates in our recruitments from the new 2018 eligibility lists.

The Board expressed interest in seeing the Chiefs' written comments following the departmental character and background interviews so they are aware of what should be probed during their interviews. While the Commissioners approved of the revised questions, they would like to revisit the questions after a few rounds of interviews to make any needed adjustments. The Commissioners also directed Staff to share these questions with the Chiefs for their feedback.

5) Closed Session.

Commissioner Baumann moved to adjourn to closed session pursuant to Section 2(c)1 of the Open Meetings Act to discuss candidates for the position of Patrol Officer. The motion was seconded by Commissioner Woodbury. The motion carried 2-0.

The Board adjourned to closed session at 5:32 p.m.

The Board returned from closed session at 5:38 p.m.

6) Other Business.

a) Patrol Officer Eligibility List – Character and Background Recommendations

Chairperson Woodbury moved for candidates Amber Kamischke, Laura Roscoe, and Joseph George to advance in the Patrol Officer recruitment and for Staff to schedule them for BFPC interviews. The motion was seconded by Commissioner Baumann. The motion carried 2-0.

Commissioner Baumann moved to remove the following candidates from the Patrol Officer Eligibility List: Thomas Quinn and Ryan Hartmann. The motion was seconded by Commissioner Woodbury. The motion carried 2-0.

7) Adjournment. Commissioner Woodbury moved to adjourn the Special Meeting. Commissioner Baumann seconded the motion. The motion passed 2-0. The meeting adjourned at 5:40 p.m.

Respectfully submitted,

Secretary, Board of Fire & Police Commissioners